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ABSTRACT

The Student Library Assistants of Wisconsin (SLAW) have prepared this handbook to explain several phases of their student media assistant program, which seeks to organize clubs of high school student volunteers to work in school and public libraries. The handbook provides suggestions for organizing local groups, in terms of constitution, nominations, installation of officers, and modified parliamentary procedures. Ideas are listed for library club meetings, activities, and service projects. In addition, information on education for library careers is provided. (Author/SL)

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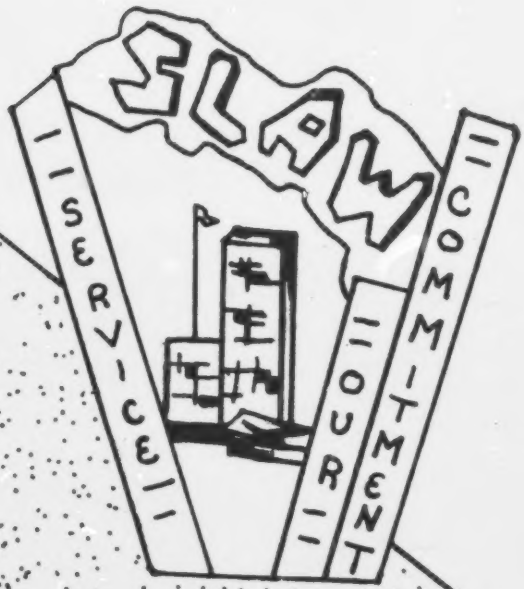

SLAW HANDBOOK

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We

the Student Library Assistants

of Wisconsin, pledge:

Service: Our Commitment

Librarianship: Our Pleasure

Assistance: Our Duty

Wisdom: Our Goal

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Flower: White Rose - Perfection

Color: Green - Youth and Hope

Motto: Service and Commitment

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REVISED BY THE EXECUTIVE COUNCIL

and Printed at

Eau Claire Memorial High School

under the direction of

Mrs. Alice M. Haase, Librarian

PREFACE

The officers and advisors of the Student Library Assistants of Wisconsin have prepared this handbook for the state organization (SLAW), area library conferences, and local libraries using student assistants. SLAW was organized in 1966 and its guidelines and procedures have been proven helpful.

Emphasis has been placed on well organized student library and media groups. It is through a strong state organization that information can best be disseminated.

This handbook provides information on several phases of the student media assistant program. It also provides suggestions for organizing local groups, i.e. constitution, nominations, installation of officers, and modified parliamentary procedures. In addition, information on education for library careers is provided.

The Executive Board sincerely hopes that both the library/media assistants and the advisors will find this handbook helpful.

REVISED BY THE

1971 - 72 EXECUTIVE COUNCIL

of the

STUDENT LIBRARY ASSISTANTS OF WISCONSIN

SPRING - 1972

PRESIDENT:	Terry Carlson Greenfield High School
VICE-PRESIDENT:	Alice Miller Rio High School
SECRETARY:	Sheryl Trullinger Eau Claire Memorial High School
TREASURER:	Ruth Daly Argyle High School
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* * * * * * * * * * * *

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Division for Library Services
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126 Langdon Street
Madison, Wisconsin 53703

Price - $2.00 - (Wisconsin Libraries)
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THE STUDENT LIBRARY/MEDIA ASSISTANT

What is a LIBRARY/MEDIA ASSISTANT? Essentially, he is a member of an important team. No matter how large the staff of the school, the public library, or the media center may grow, the student assistant will continue to make an important contribution to its efficiency. Love for books and an interest in working with media combined with a desire to serve his fellow students are important qualifications. He need not be brilliant, but he must have a willingness to learn and to cooperate with the rest of the staff. He need not be mechanically minded but an interest in machines will be useful. For the student wishing to serve and to shoulder responsibility while learning, the library/media assistant role is an important consideration. Few places in school or in civic life serve so well as the crossroad or meeting place for all interests, levels, temperaments, and backgrounds. The student assistant has the opportunity to serve as a liaison between his colleagues and the professional library/media staff.

The student assistant should use every opportunity for developing skills and acquiring information. The material rewards may not be great, but the intangible rewards in the way of learning experiences cannot be measured.

If you are interested, contact your school or public librarian or your media director. Eager and willing helpers are welcome at all times.

DUTIES OF STUDENT LIBRARY/MEDIA ASSISTANTS

The duties performed by student library/media assistants are varied and depend upon the size, level, and staff of the library. They also depend, in many instances, upon the talents, interests, and qualifications of the student.

The needs and the program of the school or public library will determine the amount of responsibility which will be delegated to the student assistant. Generally speaking, student library/media assistants perform duties within the following categories:

1. Preparation of materials for circulation, i.e. pasting pockets, lettering spines, typing cards, mending, and attaching plastic jackets
2. Circulation routines, i.e. checking, slipping, and filing
3. Preparing overdue and reserve notices
4. Assisting with attendance
5. Shelving books, periodicals, and media materials; filing, pamphlets, pictures, etc.
6. Reading shelves
7. Delivering messages and materials to library patrons
8. Filing card catalog cards on top of the rods
9. Clipping magazines and newspapers for the vertical file
10. Arranging displays
11. Assisting in processing media materials
12. Transporting and operating equipment for scheduled use
13. Rewinding and/or packing of films
14. Demonstrating the proper use of equipment to fellow students
15. Assisting in production of materials

CONSTITUTION OF THE STUDENT LIBRARY ASSISTANTS OF WISCONSIN

ARTICLE I (Name)

The name of this association shall be the Student Library Assistants of Wisconsin (SLAW).

ARTICLE II (Object)

The object of SLAW is to increase student interest in library work, promote friendship and cooperation among the librarians and student librarians throughout the state, attract good student assistants, and arouse interest in librarianship as a profession.

ARTICLE III (Members)

Section 1. Any student library assistant in grades 7-12 shall be a member of SLAW provided the annual dues are paid.

Section 2. Student assistants in any library may be members of SLAW. This includes public as well as school libraries.

Section 3. Memberships shall expire on June 30 regardless of the date issued.

ARTICLE IV (Officers)

Section 1. The officers of SLAW shall be a President, Vice-President, Secretary, Treasurer, Historian, and Editor.

Section 2. Officers shall be elected by secret ballot at the annual Convention for a term of one year. The candidate receiving the greatest number of votes from valid ballots is to be considered elected.

Section 3. The Executive Council shall regulate the campaigns for the various candidates for office and establish penalties for violation of the campaign regulation of the campaign regulations.

Section 4. Officers-elect shall assume their duties immediately following the close of the meeting at which they were elected.

Section 5. These officers will perform the duties pertaining to their respective offices.

Section 6. Officers-elect shall be in grades 9-12.

ARTICLE V (Meetings)

Section 1. SLAW shall meet at the annual Convention held on a date and at a place specified by the Executive Board.

Section 2. Each library in the state of Wisconsin which has student assistants who are members of SLAW is entitled to empower 4 of its delegates to the Convention with voting privileges.

ARTICLE VI (Committees)

Section 1. The Chairmen of all standing and special committees shall be appointed by the President with the consent of the Executive Board.

Section 2. The committee chairmen shall appoint their committees subject to the approval of the Executive Council.

Section 3. Any special committee may be formed or disbanded by a two-thirds majority of the Executive Board at the request of any Board member.

Section 4. Any special committee may be given the status of a standing committee by a two-thirds majority of the Executive Board at the request of any Board member.

ARTICLE VII (Dues)

Section 1. The annual dues are payable to the treasurer. Only members in good standing will be allowed to vote at the Convention.

Section 2. The annual dues shall be determined by the Executive Board.

ARTICLE VIII (Executive Board)

Section 1. The Executive Board shall consist of the Advisory Council and the Executive Council.

Section 2. The Advisory Council shall consist of a School Library Supervisor from the Department of Public Instruction and representatives of appropriate professional organizations of school librarians.

Section 3. The Executive Council shall consist of all officers and committee chairmen of SLAW and the immediate past president of SLAW, the latter shall not have the privileges of making motions or voting.

Section 4. In the event of a vacancy on the Executive Council in a post other than that of President, the President with the consent of the Executive Board may appoint a qualified member to fill the vacancy.

Section 5. In the event of a vacancy on the Executive Council in the office of President, the Vice-President shall become President.

Section 6. The Executive Council shall conduct the affairs of the SLAW.

Section 7. The Advisory Council shall approve or disapprove major policy decisions of the Executive Council in a manner determined by a majority of those members of the Advisory Council present at the Executive Board meeting at which the decision requiring ratification is made.

Article VIII (Executive Board) cont.

Section 8. Members of the Advisory Council shall not, except in such cases as specifically provided for in this Constitution or the By-laws, have the privileges of making motions or of voting at Executive Board meetings.

Section 9. Regular meetings of the Executive Board shall be held during the period when school is in session unless otherwise specified by the Executive Board.

Section 10. The School Library Supervisor or his authorized representative and one-third of the membership of the Executive Council shall constitute a quorum for all meetings of the Executive Board.

ARTICLE IX (Parliamentary authority)

The rules and procedures contained in Robert's Rules of Order-Revised shall govern this association in all cases to which they are applicable and in which they are not inconsistent with the By-laws and the standing rules of SLAW.

ARTICLE X (Method of amendment)

This Constitution may be amended at any meeting of the Executive Board by a two-thirds majority vote of the members of the Executive Council and the approval of the Advisory Council providing that notice of the proposed amendment was given to all members of the Executive Board prior to said meeting, or at any annual Convention by a two-thirds majority vote of the delegates providing that notice of the proposed amendment was sent to all schools and libraries eligible to send voting delegates to the annual Convention prior to said Convention.

(Adopted at the Student Assistants' Workshop, July 1966)

DUTIES OF THE PRESIDENT

1. Direct the affairs of SLAW, with the advice of the School Library Supervisor from the Department of Public Instruction, by serving as its official representative, by presiding at meetings, and by appointing all committee chairmen and supervising their activities.

2. Set the date and place of each meeting with the help of the School Library Supervisor and notify the secretary of said date and place.

3. Prepare an agenda for each meeting.

4. Preside over the business meeting of the annual Convention.

5. Appoint chairmen to all standing committees within two months after the Convention.

6. Serve as ex-officio member of all committees and check their progress often.

7. Participate in the planning of any group using the SLAW name for any type of meeting.

8. Write a summary of the accomplishments of SLAW during term in office with copies to go to the historian and the school library supervisor and one copy to be placed in the president's notebook.

9. Send the thank-you letters for the Convention from a list submitted by the vice-president, together with a copy of the courtesy resolutions as provided by the secretary.

DUTIES OF THE VICE-PRESIDENT

1. Assume the duties of the president in his absence.

2. Be chairman of Convention arrangements, i.e. food, name tags, decorations, registration, reception.

3. Furnish the president with a list of names to whom thank-you letters need to be sent after the Convention.

DUTIES OF THE SECRETARY

1. Take notes of each Executive Board and Executive Council meeting and send copies of the minutes to each member within three weeks after the meeting.

2. Send notices to the members of the Executive Board notifying them of each meeting two weeks prior to the date of the meeting.

3. Issue copies of proposed amendments to the Constitution and By-laws of SLAW. Send to each library with current membership in SLAW a copy of proposed amendments.

4. Conduct any correspondence which the Board directs including preparation of courtesy resolutions to be read before the close of the annual convention.

5. Read the minutes from the previous Convention and a summary of the Executive Board meetings at the business meeting of the Convention.

6. Take notes on the details of the Convention and prepare the minutes of the meeting of the Convention.

DUTIES OF THE TREASURER

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1. Keep an accurate record of all money received and paid out.

2. Pay no bill except by signed order of the advisor of SLAW.

3. Be ready to make a financial report at any time.

4. Keep SLAW funds in a checking account and pay all bills by check. The account shall bear two names--the name of the treasurer and the name of the school sponsor of the treasurer or the designated state advisor.

5. Send out membership cards to member libraries upon receiving dues from them and keep a complete list of membership.

6. Prepare a financial statement to be read at the Convention.

7. Turn money, books, and other supplies over to the new treasurer at the first Executive Council meeting following the Convention.

8. Prepare an annual treasurer's report to be given to the new treasurer at the first Executive Council meeting following the Convention.

9. Send copies of the Newsletters to all members in care of the school or public librarians.

DUTIES OF THE EDITOR

1. Report on all activities of SLAW by organizing a Newsletter at least four times a year.

2. Solicit news from the members by contacting a student in each member school to send in SLAW news or news of their own libraries.

DUTIES OF THE HISTORIAN

1. Keep a record of SLAW in the form of a scrapbook.

2. Be on the alert for articles concerning SLAW activities and concerning students active in SLAW.

3. Write articles for the Newsletter asking for material for the scrapbook and explaining the nature of the scrapbook.

4. Make sure pictures are taken for the scrapbook at the Convention and other important events.

5. Make arrangements to have Convention material such as speaker's autographs, programs, etc. saved for the scrapbook.

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6. Contact the member schools by mail to ask for material throughout the year.

7. Have the scrapbook on display at the Convention.

8. Have the scrapbook ready to turn over to the new historian at the first Executive Council meeting after the Convention.

STATE CONVENTION

An annual spring convention shall be held on a date and at a place specified by the Executive Board. Each library with Slaw members will be intitled to send members to the convention and to empower four delegates with voting privileges. All members will be notified of the annual meeting.

SLAW NEWSLETTER

Periodic Newsletters will be planned and published by the Executive Council in order to keep members throughout the state informed of SLAW activity and club activities. Contributions are always welcome; send articles and bits of club information to the state editor. All members are urged to contribute articles as well as information on club activities.

SLAW PINS

SLAW pins, fashioned after the SLAW emblem, are available prepaid from:

SLAW
c/o Department of Public Instruction
Division for Library Service
126 Langdon Street
Madison, Wisconsin 53702

at the cost of $2.00 each.

The SLAW pin is a statewide award for outstanding library service. (It should not be used as a substitute for a local club pin). Membership in SLAW shall be a prerequisite, but eligibility should be further determined at the local level.

NOMINATION AND ELECTION PROCEDURES

1. Elections take place at the annual CONVENTION of SLAW.

2. Specific duties of each office are spelled out in the By-laws.

3. Each member library is eligible to make a written nomination of no more than two (2) persons for the six offices,--president, vice-president, secretary, treasurer, historian, and editor. Not more than one officer may serve representing any one library. Nomination forms must be postmarked ten (10) days before the convention.

4. Nominations will be accepted from the floor if there are not two nominations for an office. If there are at least two advance nominations, no nominations will be accepted from the floor.

5. Four (4) delegates from each library represented will vote for the state officers by secret ballot following the close of each nomination. (Number of delegates may not exceed membership from a library. Delegates must be members of SLAW.)

6. The newly elected officers will be installed at the Convention and will take over their duties at the joint Executive Council meeting with the outgoing officers immediately after the adjournment of the Convention.

7. The local library advisor of each SLAW officer shall be responsible for assisting and encouraging the officer in every way possible. See also page 19.

* * * * * *

Qualifications for each SLAW officer correspond with the duties of that office as stated in the By-laws of the Constitution.

The state officers or Executive Board are responsible for planning and carrying out the business and activities of the state organization. Qualifications for all should include active local participation in club or library activity, leadership, dedication and willingness to serve.

Specifically, the president and vice-president should be leaders with public speaking ability and knowledge of basic parliamentary procedures. The secretary should have secretarial qualifications, i.e. typing and possibly shorthand. The treasurer should possess some bookkeeping ability. The editor and the historian should be able to type, write well, and possess some artistic talents.

* * * * * *

SAMPLE NOMINATION BLANK FOR SLAW OFFICERS

Our library (or library club) places the name of _____,
in nomination for the office of _____.
(president, vice-president, secty., etc.)

Nominee's grade in school ___ Age ___ School Address _____

Nominee's qualifications for the above office: (Include library activities and other major activities that are related)

I recommend the above nominee for the above office.

_____
(Librarian's signature and Library)

SLAW DATA SHEET

WHAT IS SLAW?

SLAW is the state organization of student library/media assistants, in school and public libraries. STUDENT LIBRARY ASSISTANTS OF WISCONSIN was organized at the first Student Library Assistants' Workshop on the University of Wisconsin campus, Madison, in 1966. Its objectives are:

1. to increase student interest in library work while in school
2. to promote friendship and cooperation among the librarians and student librarians throughout the state
3. to attract good student assistants
4. to arouse interest in librarianship as a profession

WHO CAN BELONG TO SLAW?

Any student library assistant in grades 7 through 12, from any type of library, may be a member by payment of annual dues.

Individual students, not schools, are members of SLAW: an organized club is not a prerequisite.

WHAT ARE THE DUES?

Individual dues are determined annually by the Executive Board. The current year runs through June 30 of each year. Dues are payable to the treasurer of SLAW.

Information to be submitted with the dues from a group should include:

1. Name and address of the school or library
2. Name and address of the librarian
3. Total number of students being enrolled and their names

Upon receipt of dues members will receive SLAW membership cards.

SPONSORING ORGANIZATIONS

The Wisconsin Association of School Librarians, a division of W.L.A., promotes this organization, along with the Wisconsin Department of Public Instruction - Division for Library Services.

GOVERNING BODY OF SLAW

The governing body of SLAW is called the Executive Board, which consists of the Executive Council and the Advisory Council. The Executive Council consists of the officers of SLAW and the immediate past president; the Advisory Council consists of the School Library Supervisor from the Department of Public Instruction and two representatives of Wisconsin Association of School Librarians.

INSTALLATION SERVICE FOR SLAW

INSTALLING OFFICER: Past president or dignitary from another club (associated)

RETIRING PRESIDENT: Makes retirement speech
Expresses appreciation for group's cooperation
Summarizes year's accomplishments
Thanks officers while introduced (they stand)
Introduces installing officer (hands over gavel)

INSTALLING OFFICER: (Accepts gavel and pays tribute briefly to old officers)

THEN:

SPEECH: "By retiring from office you are not actually retiring. Your experience has fitted you for many opportunities to lead and to serve your community. By virtue of your place as a past officer, you will continue to occupy a position of honor in SLAW. Gracious advice, volunteering of services, and a friendly attitude of cooperation will bring you rewards. You, the retiring officers, know the sort of cooperation that brings joy to a club and its members."

(TAPS GAVEL: AFTER THIS CALLS NEW OFFICERS FORWARD, ONE AT A TIME BEGINNING WITH: HISTORIAN, EDITOR, TREASURER, SECRETARY, VICE-PRESIDENT, PRESIDENT.)

"Will the retiring officers pass the "flame of continuity" to their successors."

(OLD OFFICERS (historian to president) LIGHT SMALL CANDLES FROM A LARGE GREEN CANDLE "CONTINUITY" AND HAND THEM TO RESPECTIVE OFFICERS WITH CONGRATULATIONS AND BEST WISHES.)

INSTALLING OFFICER: "Will _____ please step forward?" (Historian)
(Then (he) DESCRIBES RESPONSIBILITIES OF HISTORIAN):

"The duties of the Historian are to report on all activities of SLAW by keeping a historian's book, making sure that pictures are taken at the convention and all important events, contacting member schools by mail to ask for material, and having the historian's book ready to display at all times."

OUTGOING HISTORIAN: (Turns to Historian says): "Do you accept the responsibilities of Historian?"

HISTORIAN: "I do"

INSTALLING OFFICER: "Then take this white rose. The green ribbon denotes life and growth. Will you fulfill the duties of historian to your fullest ability?"

HISTORIAN: "I will"

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INSTALLING OFFICER: "Will _____ please step forward." (Editor)
(Then (he) DESCRIBES RESPONSIBILITIES OF EDITOR):

"The responsibilities of the editor include the reporting and publication of the SLAW Newsletter, soliciting news from member schools, keeping the mailing list up-to-date and having it approved by State Advisors at the beginning of each year, and keeping a file of back issues of SLAW Newsletter."

OUTGOING EDITOR: "Do you accept the responsibilities of editor?"

EDITOR: "I do"

INSTALLING OFFICER: "Then take this white rose. The purple ribbon denotes love of truth. Will you fulfill the duties of editor to your fullest ability?"

EDITOR: "I will"

INSTALLING OFFICER: "Will _____please step forward." (Treasurer)
Then (he) DESCRIBES RESPONSIBILITIES OF TREASURER):

"The duties of the Treasurer are to keep an accurate record of all money received and paid out, to keep all SLAW funds in a checking account and to pay all bills by check, to send membership cards to members upon receiving their dues, and to prepare an annual treasurer's report in duplicate."

OUTGOING TREASURER: "Do you accept the responsibilities of treasurer?"

TREASURER: "I do"

INSTALLING OFFICER: "Then take this white rose. The white ribbon denotes dependability. Will you fulfill the duties of treasurer to your fullest ability?"

TREASURER: "I will"

INSTALLING OFFICER: "Will _____ please step forward." (Secretary)
(Then (he) DESCRIBES RESPONSIBILITIES OF SECRETARY):

"The responsibilities of the secretary include taking notes of each Executive Council meeting and sending copies of minutes to each member within 3-weeks after the meeting, conducting any correspondence which the organization directs and keeping books in order for the successor."

OUTGOING SECRETARY: "Do you accept the responsibilities of secretary?"

SECRETARY: "I do"

INSTALLING OFFICER: "Then take this white rose. The yellow ribbon denotes enlightenment. Will you fulfill the duties of secretary to your fullest ability?"

SECRETARY: "I will"

INSTALLING OFFICER: "Will _____ please step forward." (Vice-President) (Then (he) DESCRIBES RESPONSIBILITIES OF VICE-PRESIDENT):

"The obligations of the Vice-President include assuming the duties of the President in his absence, helping to carry out convention details such as entertainment, hospitality, and local arrangements, and working closely with the President in fulfilling all SLAW business."

OUTGOING VICE-PRESIDENT: "Do you accept the responsibilities of Vice-President?"

VICE-PRESIDENT: "I do"

INSTALLING OFFICER: "Then take this white rose. The brown ribbon denotes stability, the watchwords of the office. Will you perform your duties to the best of your ability?"

VICE-PRESIDENT: "I will"

INSTALLING OFFICER: "Will _____ please step forward." (President) (Then (he) DESCRIBES RESPONSIBILITIES OF PRESIDENT):

"The honor and glory of the Presidency go hand-in-hand with responsibilities of the office. They are to direct the affairs of SLAW with the advice of the State Advisors and the other officers, to preside at all of the meetings, to appoint all committee chairmen, and to supervise their activities. Further, you are to set the date of each meeting with aid of State Advisors, instruct the secretary to send out notices two weeks in advance, to prepare the agenda for each meeting, and write a summary of accomplishments of SLAW during your year in office."

OUTGOING PRESIDENT: "Do you accept the obligations of leadership?"

PRESIDENT: "I do"

INSTALLING OFFICER: "Then take this white rose. The orange ribbon denotes power, the watchword of the office of the presidency. Will you perform your duties in the interest of the members and of SLAW?"

PRESIDENT: "I will"

INSTALLING OFFICER: "Will the other members of SLAW please stand?"

"Your new officers need your cooperation and understanding during the year to come. They have a right to expect assistance in the work they are undertaking. Do you promise to them cooperation and tolerance?"

MEMBERS: "We do"

INSTALLING OFFICER: "Will you now recite the SLAW slogan and pledge with your new officers?

PLEDGE: We the Student Librarians of Wisconsin pledge:

Services:	Our Committment
Librarianship:	Our Pleasure
Assistance:	Our Duty
Wisdom:	Our Goal

INSTALLING OFFICER: "Please be seated."
(Presiding officer gives gavel to new President.)

"Madam/Mister President - I offer my congratulations and good wishes to you in presiding over SLAW for the year of _____."

(New President accepts gavel with words of acceptance and gives brief speech mentioning work of predecessor and outlining year's plans.)

PROGRAM: Back to retired president.

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SUGGESTIONS FOR INSTALLATION SERVICE FOR LOCAL CLUBS

1. If possible buy a gavel which can be handed down from president to president.
2. Use green candles to represent the SLAW color.
3. Use white roses, cut or artificial, to represent the SLAW flower.
4. Have the installation with a tea or a special event.
5. Sponsor a new club and assist with their installation.
6. If your club has a fall installation, SLAW membership cards can be presented as part of the ceremony. If not, present them with a short ceremony using suggestions from the service.

POLICY STATEMENTS

OF

STUDENT LIBRARY ASSISTANTS OF WISCONSIN

1. FINANCES

It is the policy of this state organization (SLAW):

a. That the checking account for the Student Library Assistants of Wisconsin be maintained at a Madison bank to facilitate deposits through the Department of Public Instruction Office, as well as any essential payments in the absence of the treasurer.

b. That at least one advisor's name be registered with the bank as well as the treasurer's.

c. That in keeping with the objectives of SLAW, the financing of programs and projects should be from the organization's general funds which are obtained through membership dues and grants from professional library organizations.

d. That the Executive Board is authorized to accept contributions to the general fund.

2. EXECUTIVE BOARD EXPENSES

It is the policy of this state organization (SLAW):

a. That the treasurer be authorized to pay the travel expenses of the officers and advisors to attend Executive Board meetings, and the Convention in Spring, at the rate of 5¢ per mile, or bus fare (by whichever means the individual has traveled).

b. That phone bills be allowed as an Executive Board expense item, with approval of a state advisor. Information submitted must include date, length of call, persons involved and cost of call. Postage and supplies are also allowed.

c. A voucher form shall be used in submitting all bills. Voucher forms are available from the secretary or treasurer. The actual bill shall be attached to voucher when possible.

3. LIBRARIAN RESPONSIBILITY

The local library advisor of each SLAW officer shall be responsible for assisting and encouraging the officer in every way possible. These librarians are requested to attend SLAW officers' meetings in an advisory capacity. Minutes of each meeting will be sent to them.

SIMPLIFIED PARLIAMENTARY PROCEDURE

(Based on ROBERT'S RULE OF ORDER)

1. ORDER OF BUSINESS

   a. Meeting is called to order by the president

   b. Minutes of the preceding meeting are read by the secretary
      1. May be approved as read
      2. May be approved with additions or corrections

   c. Treasurer's report on the current status of the organization's finances is given. The report is "accepted as read and filed for audit."

   d. Reports of standing committees are called for by the president

   e. Reports of special committees are called for by the president

   f. Unfinished business

   g. New business

   h. Adjournment

   i. The program can be part of the meeting (before adjournment) or can be placed before or after the opening or closing of the business meeting.

2. MAKING A MOTION

   a. Obtain the floor (e.g. "Mr. President")

   b. State the motion carefully ("I move that .....")

   c. Motion must be seconded. A motion cannot be discussed unless it is seconded. Any member, other than the one who made the motion, may second the motion (without rising or receiving recognition) ("I second the motion.")

   d. The chairman must repeat the motion in full ("It has been moved and seconded that .....")

   e. The motion is then opened to discussion ("Is there any discussion?") <u>unless</u> it is an undebatable motion.
      Participants in discussion obtain the floor by:
      1. Standing
      2. Addressing the chair
      3. Being recognized by the chair

   f. After disucssion the motion is <u>restated</u>, the <u>vote</u> is taken, then the <u>results</u> of the vote is announced.

3. AMENDING A MOTION

a. An amendment to a motion is a change or modification of the main motion under consideration. An amendment may:
   1. Add or insert words
   2. Strike out
   3. Substitute words

b. Statement of an amendment: "I move to amend the motion by .. ..."

c. An amendment, like the main motion, must be seconded, open for discussion, and voted upon before the changed main motion is voted upon.

4. COMMON METHODS OF VOTING

a. Acclamation: "aye" or "nay"

b. Standing or raising the hand

c. Roll Call

d. Ballot

5. THE CLUB PRESIDENT

a. Duties
   1. Presides at all meetings.
   2. Follows a prepared agenda for his meeting.
   3. Follows basic parliamentary procedure in conducting meetings and is familiar with the club constitution and by-laws.
   4. Refrains from entering a debatable issue . He requests the vice president to assume the chair if he desires to participate

b. Voting
   1. It is advisable that he does not vote in an open vote (in order to remain as impartial as possible). The chair may, however, cast his vote to cause a tie or to break a tie. The chair does vote when there is a secret ballot.

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SERVICE ACTIVITIES

Suggested activities for the Library Club, for other clubs, or classes in the school or in the area:

1. Present films on books or reading
2. Prepare film, slide, or TV shows
3. Arrange book/film reviews, talks, or read-aloud programs
4. Prepare contests for group activities:
   a. Charades
   b. Matching titles and authors
   c. Quizzes
5. Sponsor a career program or take part in school career day
6. Sponsor discussions of local school problems
7. Sponsor discussions on how the library/media center can give better service
8. Sponsor meetings at which students relate to the staff the kinds of materials that would meet student interests, either books or media
9. Sponsor an author program, especially a local or Wisconsin author
10. Present or prepare dramatizations from books for programs or class use
11. Tape important talks on books for future use
12. Prepare short biographies on important people in the library and mass communications fields
13. Present special services of libraries:
    a. Books for the blind
    b. Interlibrary loans
    c. Services and holdings of neighboring libraries
14. Sponsor discussions on literary or library topics with the cooperation of the English or Social Studies Departments
15. Supply and advertise the media materials as phonograph records, slides, and films
16. Write and give spot announcements over school PA system or tape short media talks for TV
17. Present bulletin board demonstrations

SPECIAL PROJECT SUGGESTIONS

1. Prepare bibliographies on special subjects, especially those relevant to your library patrons (young adult)

2. Sponsor hobby shows relating the hobbies to "how-to-do-it" books or films

3. Sponsor open forum discussions on subjects of interest to library users - need not be concerned with the media center - but center should furnish displays

4. Sponsor a skit for a pep assembly or homecoming shows

5. Sponsor story telling for children and present at:
   a. Grade Schools
   b. Public libraries
   c. Big sister parties for culturally deprived

6. Sponsor a program for the aged to be presented at homes for the aged or golden age clubs

7. Assist in financial support of the area American Field Service Student

8. Participate in regional or state meetings

9. Prepare a local student library assistant handbook describing policies and procedures

10. Prepare a student (users) handbook for your library

LIBRARY CLUB MEETINGS

1. Candlelight Installation Service and Tea using SLAW colors and flower (Suggested installation service in the handbook)

2. Neighborhood Day for other library clubs, using suggestions found under Service Activities

3. Work Day for Your Library (construct displays and bulletin boards, read shelves, process new books, mend, etc.)

4. Librarianship Career Panel with question period
   a. Academic librarian
   b. Medical librarian
   c. Public librarian
   d. School librarian
   e. Technical Institute librarian

SOCIAL ACTIVITIES

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Although the prime purpose of a library club is service and acquisition of learning experiences, the club's activities should promote desirable social attitudes among its members. Social activities can be library-oriented or may be strictly social mixers.

INITIATION

Stunts should be restricted to the afternoon or evening occasion and will vary with interest and age level of the participants. They should not be of a dangerous nature, but fun for both the initiate and the members.

A serious initiation pledge and ceremony may conclude the initiation.

TEAS OR RECEPTION

Teas or receptions can be planned for special occasions in order to promote library publicity for books (or A-V materials). Members should mingle with the guests as hosts and hostesses.

Who to invite:
- Faculty
- Parents of members
- Other clubs within school
- Other library clubs
- Special classes
- PTA
- Neighboring librarians

What should the occasion be:
- National Library Week
- Book Week
- American Education Week
- Special Holidays
- Welcome to AFS Student
- Installation of officers (see Installation Service)

PARTIES

Any special holiday can serve as a theme for a club party. Parties do serve as an opportunity for new members to meet experienced club members. Students of difference grade levels can become acquainted on these occasions. This bond of friendship among club members makes the club a strong organization.

The club can have a standing entertainment chairman to plan the year's activities, with special committees appointed for each occasion.

Some special occasions:
- Initiation
- Installation of officers
- Foster party (making publicity for club activity)
- Spring (Awards) Banquet
- Holidays

Some special committees:
- Entertainment (games)
- Refreshments
- Decorations
- Invitations

Some entertainment activities:
- Games, using IMC (library) ideas, e.g. treasure hunts, charades, or dancing

FIELD TRIPS

Although this may be considered elsewhere, field trips can be recreational as well as educational.

Financing of field trips will depend upon the club's financial standing, hence they may be club-financed or paid by individual members.

Places to visit will be determined by finances, the location of the club, and administrative policy.

Where to go:
- Public, academic, or special library
- Publisher or book bindery
- State Historical Society or a museum
- An outstanding IMC
- Concert or play

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FUND RAISING PROJECTS

There are numerous ways in which a library club can raise money. Here are a few ideas: the planning is up to you.

1. Dances
2. Concessions at football and/or basketball games
3. Book sales (paperbacks)
4. Candy sales or bake sales
5. Chili suppers
6. Ice cream socials
7. Selling stationery or calendars
8. Selling fruit cake before Christmas
9. Solicit a local book store or publisher for scholarship money for Student Library Assistant's Workshop
10. Present a budget of your activities to your principal and ask to be included in school activity budget which is provided by the School Board

If you plan on using any of these ideas, please be sure that you have the consent of the librarian, principal, and the School Board before you start. GOOD LUCK!

PUBLICITY ACTIVITIES

Materials, service, and program are the three functions of the library and the library club. Too often emphasis is placed on materials and service without planning comprehensive programs or publicity. Everyone must be aware of what the library or library club really has to offer.

PUBLICITY IS IMPORTANT; HERE ARE SOME SUGGESTIONS:

NEWSPAPERS

Newspapers are the most widely read means of publicity. Write articles for the school paper, the local paper, SLAW NEWSLETTER Types of articles, AND DO INCLUDE PICTURES!

1. Club elections and installation of officers
2. Book Week and National Library Week programs
3. New staff, equipment, books, magazines
4. A bibliography on a free reading theme
5. Special programs and/or visitors
6. Workshops, conventions

BOOKMARKS

Bookmarks can be commerical (Book Week) or a project of the library club. They can relate to any of the above or any of the following reading themes such as:

1. Hot rods
2. Travel
3. Sea stories
4. Teen problems
5. Best sellers
6. Love stories
7. Pollution
8. Social issues

Bookmarks can also advertise services of the library or be invitations to special programs.

RADIO, TV, AND PUBLIC ADDRESS

Radio, TV, and public address should be utilized whenever possible. If your school has these facilities, the library should be included several times yearly. Plan ahead for pictures of special events. Suggestions for scripts include:

1. Book reviews
2. Interviews
3. Special programs
4. The author of the month
5. Special booklists

PARADES

Parades are the favorite of young and old; the whole school or town turns out for them. Suggestions for parade entries:

1. Car plastered with book covers
2. Homecoming float can include:
   a. Book titles by coaches and players as authors
   b. Library theme with "Librarian of the Year" riding
3. Students parading with vivid signs relating to books and libraries (cartoons are good)
4. Students dressed as book or story characters

BULLETIN BOARDS, DISPLAYS AND POSTERS

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Bulletin boards, displays and posters are the most widely used publicity vehicles for stimulating interest. Good publicity can be prepared on subjects other than the library if they are relevant to the library patron. Suggestions for this publicity:

1. Make them friendly and appealing.
2. They must please before they can inform.
3. Gear them to your patrons.
4. Change them frequently.
5. Let them express personality and humor.
6. Make them simple! Don't try to tell too much!
7. Don't be afraid of color. Be extravagant!
8. Use short slogans and up-to-date captions.
9. Use the opaque projector to enlarge art work.
10. Ideas and figures can be obtained from newspapers, magazines, greeting cards, TV.
11. Useable materials include yarn, string, wall paper, chalk, foil, burlap.
12. Light weight objects can be used to create a 3-D effect.

REFERENCES

Bowers, Melvyn K.
Easy Bulletin Boards for the School Library
Scarecrow - 1966 $5.50

Coplan, Kate
Guide to better Bulletin Boards
Oceana - 1970 $17.50

Garvey, Mona
Library Displays
Wilson - 1969 $7.50

Randall, Arne
Bulletin Boards & Displays
Davis Pub. - 1970 $4.25

Thomas, Della
A Dime A Dozen Series
Practical Projects for School Libraries #3
Oklahoma State University Library
1965 - $1.00

Wilson Library Bulletin
950 University Avenue
Bronx, New York 10452
$9.00 - Annually

REGIONAL CONFERENCES:

All Wisconsin areas are not included in organized districts or conferences. Among the regionals that exist presently are:

1. SWASL (Southwestern Wisconsin Association of Student Librarians)
2. Northwestern Wisconsin Student Librarian Conference
3. Southeastern
4. Coulee (La Crosse area)

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STATE STUDENT LIBRARY ASSISTANTS WORKSHOP

A week-long workshop is held on the University of Wisconsin, Madison Campus, each summer. For information write to:

Student Library Assistants Workshop
220 Lowell Hall
610 Langdon Street
Madison, Wisconsin 53706

EDUCATION FOR LIBRARIANSHIP

University of Wisconsin System

Library School-University of Wisconsin
Helen C. White Hall
600 North Park Street
Madison, Wisconsin 53706
Minor, Masters, Specialist, PHD--Library and Audio-Visual

School of Library and Information Science
3203 North Downer
Milwaukee, Wisconsin 53201
Minor and Masters--Library and Audio-Visual

Eau Claire--Minor-Library
La Crosse--Minor-Library; Minor, Masters-Audio-Visual
Oshkosh--Minor, Major, Masters-Library
Platteville--Minor-Library
River Falls--Minor-Library
Stevens Point--Minor-Library
Stout--Minor, Masters-Audio-Visual
Superior--Minor-Library
Whitewater--Undergraduate and Graduate

Private Colleges

Viterbo--Lacrosse-Minor
Dominican--Racine Minor
Holy Family--Manitowoc-Minor
Northland--Ashland-Minor
Write to the Library Science Departments for Information

ACCREDITED GRADUATE LIBRARY SCHOOLS

American Library Association
50 East Huron Street
Chicago, Illinois 60611

LIBRARY TECHNICAL ASSISTANT PROGRAM (2 years)

Kenosha Technical Institute (KTI)
3520 30th Avenue
Kenosha, Wisconsin 53140

Audio-Visual Assistant Program (1 year)

District 1 Technical Institute
620 West Clairemont Avenue
Eau Claire, Wisconsin 54701

RECRUITMENT, SCHOLARSHIP AND CAREER INFORMATION

Wisconsin Library Association
c/o Mrs. Elizabeth Bohmrich
12 Sherman Terrace
Madison, Wisconsin 53704

American Library Association
50 East Huron
Chicago, Illinois 60611

Special Libraries Association
235 Park Avenue South
New York, New York 10003

Medical Libraries Association, Inc.
919 North Michigan Avenue
Chicago, Illinois 60611

Division for Library Services, DPI
126 Langdon Street
Madison, Wisconsin 53702

Office of Education
Division of Library Programs
7th & D Streets, S.W.
Room 5922
Washington, D.C. 20202

FILM SOURCES - LIBRARIES, LIBRARY SCIENCE AND RELATED FIELDS

Bureau of Audio Visual Instruction
1327 University Avenue
Madison, Wisconsin 53706

Film Center, Inc.
20 East Huron Street
Chicago, Illinois 60611

PROMOTIONAL MATERIALS

Dept. National Library Week
One Park Avenue
New York, New York 10016

Cooperative Library Information Program-CLIP
Box 1437
Madison, Wisconsin 53701

EMPLOYMENT

LIBRARY EMPLOYMENT PROFESSIONAL & TECHNICAL
State Bureau of Personnel
244 State Office Building
1 West Wilson Street
Madison, Wisconsin 53702

OCCUPATIONS IN THE FIELD OF LIBRARY SCIENCE
Department of Labor
U.S. Employment Service
Washington, D.C. 20402

See also: Professional Bulletins ALA,WLA, etc.